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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Administrative Services

DATE: 11 August 1951

FROM : Chief, Transportation Division

SUBJECT: Monthly Report of Transportation Activities - July 1951

The following report of activities of the Transportation Division during the month of July is submitted pursuant to your request.

1. Truck Operations:

The following truck operations were performed during the month:

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212 local hauls in and around Washington

2. Que Building Motor Pool Operations:

1097 total trips made
 52.2 average number of trips per day
 12,422 total miles operated
 591.5 average miles per day
 7.4 average number of cars in pool per day
 11.3 average miles per trip
 49.5 average time per trip

Comparison of total trips, total miles operated and average miles operated per day for the past three months:

	<u>Total Miles</u>	<u>Total Trips</u>	<u>Average Miles Per Day</u>
May	10,624	844	482.9
June	10,401	752	495.2
July	12,422	1097	591.5

During the month the shuttle service between CIA buildings and the Pentagon carried a total of 25,707 passengers, an average of 1224 per day.

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3. Following is a report of the activities of the [] Garage:

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During the month eight (8) vehicles were completely checked, tuned, etc., on the "Rotation" plan.

Repair Jobs		- 45
*Labor	-\$836.00	
Parts	-\$603.26	
Repair Jobs Performed Outside		- 7
Labor	-\$123.15	
Parts	-\$ 39.39	
Maintenance Work		- 68
*Labor	-\$637.50	
Parts	-\$ 31.42	

*Work performed by Mechanics

Maintenance Work (performed by Mechanic's Helpers)	
Cars washed	-167
Cars lubricated	- 90
Other service jobs	- 65

The total value of labor performed by the mechanics in the garage during the month was \$1473.50, compared with their salaries of \$1021.00, indicating a saving of \$452.50. The value of labor performed by the Mechanic's Helpers was \$821.05, compared with salaries of \$816.64, indicating a saving of \$4.41, an overall saving of \$456.91 for the month.

During the month the Transportation Division hauled 2,757 cases, total weight, 386,809 pounds, to the various ports and air terminals for export shipment.

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4. Fifty-two (52) passenger cars operated 58,222 miles; thirty-three (33) trucks operated 37,594 miles; while six (6) buses operated 12,919 miles, a grand total of 108,735 miles. STATINTL

5. Volume of work and flow of personnel through the [] of the Transportation Division was as follows: 25X1

Rail Reservations
Airline Reservations
Steamship Reservations
Hotel Reservations

Fare Quotations
Persons Processed Overseas
Domestic Travelers
Transportation Requests

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